

Position Title: DIRECTOR VETERAN AFFAIRS		Date: 03/24/99
Position Level: 12	FLSA Status: Exempt	Class Code: 12-14

GENERAL DESCRIPTION

Primary function is to perform specialized administrative work in counseling, advising and assisting veterans, widows, and their dependents in any claims with the Veterans Administration or other Federal, State or County agencies to secure for them any benefits they may be entitled to under County, State or Federal statutes.

KEY RESPONSIBILITIES

1. *Manage and supervise the department to insure effective and efficient service to veterans and their dependents.
2. Assist veterans, widow and dependents in filing claims for compensation, pension, aid and attendance allowances, insurance and educational benefits, death claims and home loans.
3. *Maintains communications with the veteran community, all veterans organizations as well as the civic and business community.
4. Consults with Social Security, Social Services, Civil Service and other State, County and Federal agencies on matters related to benefits the client may be entitled to.
5. Consults with state, local and Federal hospital personnel on matters pertaining to specific benefits the veteran may be entitled to as a result of hospitalization.
6. Legislative Liaison with local, State and Federal elected officials.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Position Title: DIR, VETERAN AFFAIRS	Class Code: 12-14	Position Level: 12
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KEY JOB REQUIREMENTS	
<i>Education:</i>	Bachelor's Degree required. Major(s) required: Public or Business Administration, Sociology or related field.
<i>Experience:</i>	5 to 7 years.
<i>Impact of Actions:</i>	Makes decisions and final recommendations which routinely affect the activities of an entire department. Position duties may include responsibility for developing strategic plans for one or more divisions.
<i>Complexity:</i>	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
<i>Decision Making:</i>	Highly Complex: Supervision is present to review established departmental and/or divisional objectives. Independent judgment is required to recommend departmental or divisional objectives, evaluate new approaches to problem solving, and assess changing facts or conditions.
<i>Communication with Others:</i>	Requires regular contact with internal and external persons of importance and influence involving considerable tact, discretion and persuasion in obtaining desired actions and/or managing relationships at a high level.
<i>Managerial Skills:</i>	Responsible for making recommendations within a department in the areas of compensation, staff selection, disciplinary action, complaints, staff performance appraisal, and similar supervisory duties. Plans, assigns, and evaluates the work of subordinates for effective operation and results of the unit.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	None.
<i>Other:</i>	Must be certified by State Director of Veterans Affairs and be an honorably discharged wartime veteran as required by Florida Statutes 292.11. Florida Driver's License.

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

Position Title: DIR, VETERAN AFFAIRS	Class Code: 1032	Position Level: 12
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On this date I have received a copy of my job description relating to my employment with
Monroe County.

Name: _____ Signature: _____ Date: _____